

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA**

ORIENTATION CHECKLIST - CLERK'S STAFF

Name of Employee _____

- **Introduction, Welcome, Overview of Orientation Meeting, Video - Welcome to the U. S. Courts**
- **U. S. Courts & Supportive Agencies**
 - ☐ Health Services Department (Health Unit)
 - ☐ Employee Assistance Program (213) 894-0153
- **Court Departments & Staff**
 - ☐ Judges Staff
 - District Judges [two law clerks/one secretary]
 - Magistrate Judges [one law clerk/one secretary or two law clerks]
 - ☐ Clerk of Court's Operations Departments
 - Civil
 - Criminal
 - Appeals
 - Data Collection & Analysis
 - Records/Exhibits
 - Interpreters/Court Reporters/Court Recorders
 - Courtroom Operations
 - Jury/Naturalization
 - ☐ Clerk of Court's Administrative Departments
 - Fiscal/Budget
 - Human Resources
 - Information Technology [IT]
 - Procurement
 - Space & Facilities
- **Employee Manual (5 days to read)**
 - ☐ Code of Conduct
 - ☐ Work Hours
 - ☐ Lunch
 - ☐ Types of Leave (Annual, Sick, LWOP, FMLA, Voluntary Leave Share)
 - ☐ Application for Leave (SF-71)
 - ☐ Questions about Employee Manual should be clarified with the Human Resources
- **Court Policies**
 - ☐ Dress Code
 - ☐ Practice of Law
 - ☐ Acceptance of Service (i.e., only Clerk of Court and Chief Deputy)
 - ☐ Personal use of government envelopes, phones, fax, computers, cars
 - ☐ Recommending attorneys or bondsmen
 - ☐ Code of Conduct/professional
 - ☐ EEO Model Plan/Sexual Harassment
 - ☐ Salary - explain CPS
 - ☐ Within Grade Increases
 - ☐ Promotions, QSI, Recognition Awards, and E.C.I. (Employee Cost Index)
 - ☐ Probationary period
 - ☐ "When problems arise"
 - ☐ Confidentiality Statement
- **General**
 - ☐ Court emergency procedures
 - ☐ Employee information line (213) 894-4448
 - ☐ Lunchroom facilities/code 312
 - ☐ Change of Address
 - ☐ Resignation
 - ☐ Discount cards
 - ☐ Harry Pregerson Child Care Center
 - ☐ Parking
 - ☐ Transportation subsidy
 - ☐ Restroom facilities
 - ☐ Announcement board
 - ☐ U.S. Courthouse is a non-smoking facility
 - ☐ Southland & L.A. Financial Credit Unions
- **The Importance of Safety on the Job**
 - ☐ Wearing protective belts when provided by section [Procurement]
 - ☐ Using dollies or push carts when carry heavy items or
 - ☐ Using equipment as ladders rather than standing on chairs
 - ☐ Refrain from running on slippery floors
 - ☐ Use caution when custodians are cleaning floors [evenings]

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● **Work Related Injuries**

- ☐ Occupational Injuries [reported to the Department of Labor/DOL]
- ☐ Traumatic injuries reported on DOL form [available from supervisor]

● **Benefits**

- ☐ United States Series EE Savings Bonds
- ☐ FEHB (Some Government Wide Plans may require membership fee)
- ☐ Flex Benefit Program
- ☐ Long-term Care Program
- ☐ FEGLI
- ☐ CSRS or FERS
- ☐ TSP
- ☐ Federal First

● **New Hire Paperwork**

- ☐ New Hire Memo
- ☐ Welcome from Clerk of Court
- ☐ Orientation Checklist
- ☐ AO 78 Appointment Form
- ☐ W-4 (Federal)
- ☐ DE-4 (State)
- ☐ Employment Eligibility Verification (I-9)
- ☐ Direct Deposit FMS 2231 & Direct Deposit Notice
- ☐ Employee Manual/Code of Conduct (Acknowledgment of Receipt)
- ☐ Confidentiality Statement
- ☐ Emergency Address Form
- ☐ Security Access (Keycard)
- ☐ At Will & Probationary Employment Form
- ☐ Computer Security Manual & Acknowledgment of Receipt Form (attached)
- ☐ Fingerprint Card
- ☐ Deceased Unpaid Compensation Beneficiary Form (SF 1152)
- ☐ FERS Designation of Beneficiary (SF-3102)
- ☐ Savings Bond Information
- ☐ I.D. Card Issue & Record
- ☐ Employee Benefits Overview
- ☐ FEHB Guide, Registration Form, Program Brochure
- ☐ FEGLI Guide, Election Form, Designation of Beneficiary (SF-2823), Waiver Form
- ☐ Federal First Brochure
- ☐ Payday Schedule
- ☐ Federal Courts and What They Do
- ☐ Timecard
- ☐ Leave Application (SF-71)
- ☐ Leave Record
- ☐ Holiday Schedule
- ☐ Parking Lot Map
- ☐ Transportation Subsidy Form
- ☐ Medical Emergencies (How to Handle)
- ☐ EAP Program Brochure
- ☐ Discount Cards
- ☐ Dental Information (available by request)
- ☐ Request to Engage in Outside Employment
- ☐ "Getting It Right" Booklet & Memo

Date

Signature of Employee

Date

Signature of Presenter